

## **NOTICE OF POSTING**

**POSTING DATE: 06/06/11**

**CLOSING DATE: 06/23/11**

**Recruitment of external applicants is underway concurrent with this posting.**  
**Resumes and letters of interest can be submitted via mail, email, or fax (617-349-4312).**  
**Cambridge residents are especially encouraged to apply.**

**POSITION &  
DEPARTMENT:** Senior Substitute  
Cambridge Public Library-Main Library Circulation Department

**JOB CODE/POSITION #:** #L422-729

**CIVIL SERVICE:** Non-Civil Service

**HOURS OF WORK:** 15 hours per week – includes evening and Saturday hours

**UNION AFFILIATION:** CPLSA, Local 4928

### **DUTIES & RESPONSIBILITIES:**

- Performs functions related to circulation control: checkouts, check-ins, inquiries, renewals, reserves, data entry
  - Assess and collects fines
  - Answers and routes telephone calls
  - Registers borrowers and issues library cards
  - Directs patrons to appropriate service areas
  - Shelves materials
- Assists in additional services areas as needed

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **MINIMUM REQUIREMENTS:**

High school diploma or high school equivalency required. A bachelor's degree or coursework beyond high school is desirable.

Requires working knowledge of basic public library concepts and resources, competency to follow oral and written instructions accurately and thoroughly, competency to operate a computer terminal, adaptability and dependability to work well in a team situation, flexibility to fill in during scheduling emergencies and vacation periods, ability to recognize situations that require referral to the full time staff, an interest in and enthusiasm for working with the public, tact, patience, maturity, friendliness.

### **PHYSICAL DEMANDS:**

- Ability to stand or sit for extended periods of time to use computer workstations, including keyboard and visual display terminal
- Strength to push or pull a loaded book cart which can weigh in excess of 100 pounds on level floor and up ramp, to lift or maneuver onto cart loads of up to 50 pounds, and to carry cartons of books
- Must be able to pay close attention to details and concentrate on work
- Sufficient clarity of speech and hearing or other communication capabilities which permits effective communication
- Sufficient vision or other powers of observation which permits employee to read books and patron requests
- Sufficient manual dexterity which permits the employee to type and record library files

- Sufficient personal mobility and physical reflexes which permits the employee to re-shelve library materials and work at public service desks

**WORK ENVIRONMENT:**

- Works in assigned areas, including office areas, training rooms, various library locations, as necessary
- Normal office exposure to noise, stress, and interruptions
- Attends and participates in continuing educational programs designed to keep abreast of changes in profession

**RATE:** \$ 15.97 to \$19.06 per hour in five steps

**APPLICATION PROCEDURE:** Internal applicants submit a job bidding form and **2 copies** of both your resume and letter of interest; external applicants submit **2 copies** of both your resume and letter of interest **by 5pm** on the closing date to: Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge MA 02139. Fax 617-349-4312, Email: [employment@cambridgema.gov](mailto:employment@cambridgema.gov)

**THE CITY OF CAMBRIDGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, VETERANS, AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. CITY OF CAMBRIDGE RESIDENTS ARE ESPECIALLY ENCOURAGED TO APPLY.**